



Office of the County Counsel Mono County, California

Salary:

Deputy County Counsel I: \$7740/month
Deputy County Counsel II: \$8,575/month
Deputy County Counsel III: \$9,410/month
Assistant County Counsel: \$10,246/month
(one position available, level filled based on experience and knowledge)

Benefits: Generous benefits; Retirement

FFD: Open Until Filled: 1st application review 1/15/2016

Mono County is a rural community set on the eastern slopes of California's Sierra Nevada Mountain Range with a population of approximately 14,000. The County seat is located in picturesque Bridgeport, CA, with County Counsel offices in both Bridgeport and Mammoth Lakes.

Typical tasks for all four classes include but are not limited to:

- Conferring with, representing, and advising County officials, boards, commissions, departments, and districts on legal matters.
- Reviewing and drafting contracts, notices, ordinances, resolutions, and other legal documents.
- Prosecuting and defending litigation and other proceedings by and against the County and certain public officials and agencies.
- Legal research and writing.
- Assisting with real property transactions.

Minimum Qualifications: Any combination of training and experience which would provide the required knowledge and abilities is qualifying.

Deputy County Counsel I: Up to two (2) years of experience in the practice of law.

Deputy County Counsel II: Two (2) years of experience in the practice of public law comparable to that of a Deputy County Counsel I with Mono County.

Deputy County Counsel III: Two (2) years of experience in the practice of law comparable to that of a Deputy County Counsel II with Mono County.

Assistant County Counsel: Three (3) years of experience in the practice of law comparable to that of a Deputy County Counsel III with Mono County.

Special Requirements: Graduation from an accredited school of law and active membership in the State Bar of California. Possession of, or ability to obtain, a valid California driver's license.

Exam Process: PHASE 1: The exam process includes an application, resume, and two writing samples as part of the application: one sample demonstrating legal advice (such as an opinion or memo) and one sample demonstrating legal advocacy (such as litigation memorandum of points and authorities).

PHASE II: The exam process will include not only an interview, but also a review and practical demonstration of the required knowledge and abilities as stated on the application.

To apply for this opportunity, please visit our website at www.monocounty.ca.gov for an application and job flyer or contact jsenior@mono.ca.gov or 760.924.1700. Women, minorities, and people with disabilities are encouraged to apply.